

## LATEST NEWS AND IMPORTANT INFORMATION FOR 2022 SURVEY

The 2022 CON Annual Survey will be available starting Wednesday, March 8, 2023, and must be completed by 5 p.m. on Friday April 28, 2023.

**New this year!** Introducing the [Annual Survey Webinar Recordings](https://www.michigan.gov/mdhhs/doing-business/providers/certificateofneed/program/annual-survey-webinars) for section-by-section assistance. The Department will provide live webinars reviewing the same information provided within the recordings. The recordings are a way to go at your own pace with the option to pause and replay as needed. Please visit: <https://www.michigan.gov/mdhhs/doing-business/providers/certificateofneed/program/annual-survey-webinars>

### **General Comments for the 2022 survey**

Participation in the Certificate of Need (CON) Annual Survey is a requirement of all CON approved facilities. The survey is facility specific; data from multiple different physical sites should not be combined even if the sites are all owned by the same legal entity.

The survey tool utilizes the answers from the covered CON Covered Services questions in Section A to determine which additional sections need to be completed. If you do not see a section for one of the services offer at your facility, review your answers to the questions in Section A.

For new facilities with CON approval, but are not yet operational, please complete only Sections A and V and note in the data comments box at the bottom the estimated operational date for the facility.

### **Annual Survey Fee**

Public Act 137 of 2013 modified the CON fee structure to include an annual survey fee. All facilities that offered a CON covered service in 2022 will pay \$100 for each service as part of the Certificate of Need Annual Survey. Section Z of the Annual Survey will calculate the fee for the facility. A printed copy of Section Z and a check will need to be mailed to the Department and the Department will mark Section Z complete making the Annual Survey fully submitted. Section Z can be printed as soon as Section A is completed.

### **Highlights of the 2022 Modifications**

**Attestation of read information** – Upon initial login users must read the Latest News and Information page, at the bottom electronically acknowledge that they read the information. It is suggested that users print this page for reference as you will not see this page again.

**General Info/FAQ** – General Info and Frequently Asked Questions button available at the bottom of each page has now been updated to include more Q and A.

**Last Date of Service for all CON Covered Services** – There has been a final question added to each section in the 2022 Annual Survey that asks, “When was the last date throughout CY 2022 Services were provided by this facility?” Please provide the date, prior to 01/01/2023, the page specific CON covered service was provided by your facility. The required date format is MM/DD/YYYY. Please note, this is service specific, and answers may differ from section to section. You will not be allowed to input a CY2023 date.

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**Physician Volume Files-** Section D (Computed Tomography), Section E (Cardiac Catheterization), Section F (Megavoltage Radiation Therapy) and Section G (Surgical Services). The excel files for each of the four sections now have validation to ensure the physician volume files are completed and license numbers are not duplicated before they are uploaded and match the data entered in the survey. User will receive error messages if the excel file is incomplete or the data on the file does not match the data entered in the section.

**2022 Physician Volume Files-** Each healthcare provider/physician should have their own line on the Physician Volume File. The license number must be assigned to the name listed in the corresponding column. Please do not provide a license number for a different individual than whom the license number does not belong.

**Main Facility Data & Organizational Structure (Section A)** – Added additional instructions under the CON Covered Services Area. You will see the responses provided by the facility to the CY 2022 CON Covered Services. These will be grayed out and are not able to be changed without reaching out to Amanda Curtis or Cliffaney Wilkinson by email. You will be requested to confirm and attest to any change in CON Covered Services provided by your facility from CY 2021 to CY 2022.

**UESWL Services (Section B)** – Added instructions that state the following: **DO NOT DUPLICATE** any utilization data from Section B (UESWL Services) within Section G (Surgical Services) pursuant to the Surgical Services Review Standards, section 3 subsection (2)(a)(iii).

**Computed Tomography (Section D)** – A new definition and 1 question has been added for CT-Angio Hybrid Unit. The question asks for the number of CT-Angio Hybrid Scanners the facility has.

**Cardiac Catheterization (Section E)** – Verbiages and Physician Volume File have been updated to reflect the changes on the Cardiac Catheterization Standards made effective September 22, 2021. Additional information has been provided related to the BMC2 report, please see the Note within Section E.

**MRT Services (Section F)** – Definitions, verbiages, and Physician Volume File have been updated to reflect the changes on the MRT Standards made effective January 26, 2023. All changes are pertaining to CT-Guided real time tracking radiation with and without adaptive.

**Surgical Services (Section G)** - Definitions and 1 question added for Facility types: Hospital based, FSO/ASC exclusively used for dedicated endoscopy and/or cystoscopy, and FSO/ASC not exclusively used for dedicated endoscopy and/or cystoscopy.

**Surgical Services (Section G)** - Added instructions that state the following: **DO NOT DUPLICATE** any utilization data from Section B (UESWL Services) within Section G (Surgical Services) pursuant to the Surgical Services Review Standards, section 3 subsection (2)(a)(iii).

**Licensed Inpatient Beds (Section L)** – A question has been added pertaining to Neonatal Nurse Practitioners utilization within the NICU unit(s).

**COVID-19 - Section L** (Licensed Inpatient Beds), Section M (Licensed Psychiatric Beds), Section N (Nursing Home Services/Hospital Long-Term Care Units). DO NOT INCLUDE the utilization data from discharges/patient days of care from additional Emergency CON Beds approved pursuant to MCL 333.22235 and licensed under a temporary license.

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**Special Newborn Nursery Services (Section O)** – A question has been added pertaining to Neonatal Nurse Practitioners utilization within the SCN unit(s).

**Emergency CON Utilization (COVID-19) (Section V)** – Each facility is required to complete Section V and report data, as necessary, to show the impact COVID-19 imposed. There will not be a fee assessed for completion of this area.

**Fee Invoice (Section Z)** – New instructions have been added related to a new payment process.

Checks are to be made payable to: “**State of Michigan**” (Checks should never be made out to an individual.) Include the following information within the check memo, or comment, portion in this format:

Annual Survey Facility No.:	XX-XXXX
Facility Name Check is for:	XXXXXX (If not on the check)
Payment for:	2022 Annual Survey

Please send all payments (checks) to:  
MDHHS Cashier Office, Suite 801  
Certificate of Need  
P.O. Box 30437  
Lansing MI 48933

### **Functionality of Survey Features**

**All Years** - Returns the user to the Select Survey Year screen for the facility.

**Change Password** - Allows the user to change the facility specific password.

**Data Comments for this Section Box** - An optional text box at the bottom of each section to explain or qualify the data submitted in the section.

**Download PDF** - Provides the user with a PDF document of the survey sections and responses for the individual survey section or the entire survey.

**Facility** - Takes the user to the Select Facility screen to log into a different facility.

**Feedback** - Generates a form that enables user to ask a question, request help or request that a section be unlocked, report an error or navigation problem, etc.

**Historic Data** - Gives a printable list of the year entries of that data field, by clicking on the data field to the right of the data box.

**Logout** - Allows the user to log off the web site.

**Next** - Returns user to the facility's main survey page with required sections to be completed.

**Save** - Records the entries of the section but allows for future editing.

**Submit** - Records the entries of the section, locks the section from further modification, and submits the information for the Department for review. Mandatory fields will need to be completed prior to being able to Submit.

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### **Questions and Contact Information**

For missing facilities, licensed beds/bed day discrepancies, data criteria questions, and questions about survey fees, please contact Amanda Curtis and Cliffaney Wilkinson from MDHHS Certificate of Need Evaluation Section.

Amanda Curtis                      517-284-4264                      [CurtisA6@michigan.gov](mailto:CurtisA6@michigan.gov)

Cliffaney Wilkinson              517-284-8974                      [WilkinsonC3@michigan.gov](mailto:WilkinsonC3@michigan.gov)

For questions about log in, passwords, requests for section unlocks, or survey functionality, please contact SEMHA Survey support staff during weekdays from 8:00 a.m. to 5:00 p.m. at 248-761-1714 or [surveys@semha.org](mailto:surveys@semha.org).

### **Recommended software**

Microsoft Windows XP	Mozilla Firefox Apple Safari* Google Chrome Opera
Microsoft Windows 7/8	Internet Explorer 11 Mozilla Firefox Apple Safari* Google Chrome Opera
Microsoft Windows 10	Microsoft Edge Mozilla Firefox Apple Safari* Google Chrome Opera
Apple Mac OS X	Apple Safari* Mozilla Firefox Google Chrome Opera
Apple iOS (iPad)	PERFECT Web Browser
Canonical Ubuntu (and most other versions of Linux)	Mozilla Firefox Google Chrome Opera